



Job Description – Secondary School Subject Teacher

Tashkent Ulugbek International School

As a teacher at TUIS you should:

- Be true to TUIS Mission Statement and work to achieve the ideals set out
- Foster a good quality of relationships with children and their families, particularly those in their class, being aware of the pastoral role that is necessary in a good school
- Be wholeheartedly committed to the aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of TUIS
- Treat all children as in your care and not just in your class
- Encourage the home/school partnership and
- Contribute to the life of the school

Introduction

The successful candidate may also be required to take on the role of a Form teacher

In particular the successful candidate will be expected to:

- Teach subject up to IGCSE and A Level.
- Provide an example of excellence as the leading classroom practitioner and inspire and motivate other staff.
- Improve the quality of teaching and learning in his/her departmental area.
- Be part of the process of curriculum development ensuring that it reflects the schools aims and meets the current and future needs of all pupils.
- To oversee the teaching of subject throughout the school and the implementation of the curriculum
- To seek opportunities for pupils to engage in activities with other schools, competitions and challenges in subject supporting both pupil enhancement and raising of school profile
- To raise the profile of subject across the school

Job Purpose

- To instil enthusiasm, excitement, curiosity and creativity in their subject.
- To assist and support colleagues who may not be subject specialists
- To identify and promote core learning skills and teaching strategies in their own subject and help to encourage best practice through support, advice and professional development opportunities.
- To identify monitor and support Individual Educational Needs at both ends of the ability spectrum

- To be fully conversant with the requirements of the National Curriculum for their subject, and therefore with appropriate levels of attainment for each year group.
- In line with the above, to produce an annual plan for their subject
- To engage in regular inter-departmental discussions to encourage and enable cross curricular links wherever possible
- To complete Departmental Development Plans on an annual basis.

Specific Responsibilities

- To assist in the preparation for Ministry of Education inspections and other educational inspections
- Be able to communicate with parents and other groups and individuals on academic matters.
- Contribute to the termly reports
- Contribute to the annual information for the prospectus
- Contribute to the update of both staff and Parents' contracts
- Make recommendations for staff INSET
- Write school magazine articles as appropriate

General

- To set an example in terms of continuous personal development, participating in appropriate training to maintain up-to-date professional expertise.
- Extra-curricular activities are a strength of the school and contribute constructively to the overall development of the children. All staff are expected to engage positively and fully with this area, making a full and active contribution to the extra-curricular life of the school.
- During the course of the week the children require supervision by an adult at various times. Staff will be expected to carry out such duties on a regular, or ad hoc, basis so that safety and good order are maintained.
- All staff should take an overall interest in the general education of all the pupils and the welfare and development of the children. They are expected to contribute to the efficient running of the school and to promote its aims, especially by supporting school events.
- Staff are expected to be professional in their dealings with the children, parents, colleagues, external agencies and the public generally so that the best interests of the children and the school are served.
- To undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Headteacher including chairing/participating on such committees and working parties as the Headteacher may require.
- To be pro-active on behalf of the school in external matters, particularly in relation to those concerning local partnerships with schools
- To be aware of any signs of stress, emotional imbalance or learning difficulties and keep appropriate people informed over these concerns

- To organise the classroom in a way that is conducive to an effective learning process resulting in a well-ordered, stimulating and attractive environment.
- Ensure that each child is working to the best of his/her ability is well disciplined, well mannered, considerate and happy!
- At TUIS we recognise that every individual is responsible for promoting and safeguarding the welfare of children and young persons s/he is accountable for, or comes into contact with.